

# **ATTACHMENT 2**

## **Past Performance Questionnaire**

**Past Performance Questionnaire****Client Name:****Contract Title:****Contract Value:****Period of Performance:**The ratings below are supplied by the client identified above, **NOT** the vendor.

| Performance Elements                                | Exceptional | Very Good | Satisfactory | Marginal | Unsatisfactory |
|---|-------------|-----------|--------------|----------|----------------|
| 1. Quality  |             |           |              |          |                |
| 2. Schedule   |             |           |              |          |                |
| 3. Cost Control                                     |             |           |              |          |                |
| 4. Management of Key Personnel & Business Relations |             |           |              |          |                |
| 5. Regulatory Compliance                            |             |           |              |          |                |
| 6. Small Business Utilization                       |             |           |              |          |                |

1. Were there any additional issues, concerns, etc. with the contractor's performance?

2. Were there any particularly outstanding features of the contractor's performance?

3. Would you do business with the contractor again?

**Information provided by:****Name:****Title:****Telephone Number:****Email Address:**

The following are definitions of performance elements.

| Performance Elements   |  |
|--|--|
| <b>1. Quality</b>  | Contractor's conformance to contract requirements, specifications and standards of good workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).   |
| <b>2. Schedule</b>   | Contractor's timeliness in regards to completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g. efforts that contribute to or effect the schedule variance).  |
| <b>3. Cost Control</b>   | Contractor's effectiveness in forecasting, managing, and controlling contract cost.  |
| <b>4. Management of Key Personnel &amp; Business Relations</b> | Contractor's integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts. In addition, the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel. |
| <b>5. Regulatory Compliance</b>                                | Contractor's compliance with all terms and conditions in the contract/order relating to applicable regulations and codes.  |
| <b>6. Small Business Utilization</b>                           | As applicable, whether the contractor provided maximum practicable opportunity for small businesses.   |

The following definitions should be used in your assessment of Contractor performance

|                               |  |
|-------------------------------|--|
| <b>E EXCEPTIONAL</b>          | Performance <u>EXCEEDS MOST</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns.  |
| <b>E VERY GOOD</b>            | Performance <u>EXCEEDS SOME</u> contractual requirements to the Government's benefit. The performance of areas being assessed was accomplished with few minor issues or concerns, for which the Contractor's corrective actions were highly effective. |
| <b>F SATISFACTORY</b>         | Performance <u>MEETS</u> contractual requirements. The performance of the areas being assessed contains minor issues or concerns, for which corrective actions taken by the Contractor were effective.   |
| <b>G MARGINAL</b>             | Performance <u>MEETS SOME</u> contractual requirements. The performance of the areas being assessed includes significant problems, issues, or concerns for which corrective actions taken by the Contractor were only somewhat effective.              |
| <b>H UNSATISFACTORY</b>       | Performance <u>DOES NOT MEET</u> contractual requirement. The performance of the areas being assessed includes serious problems, issues, or concerns for which the Contractor's corrective actions were ineffective.                                   |
| <b>I NOT APPLICABLE (N/A)</b> | Performance information not recent or relevant as defined in the Solicitation. Unable to provide assessment.   |